

5-Day MBA Program



In a working climate that demands excellence every time out, you need the variety of skills that lead to outstanding performance in every aspect of your job. This accelerated week-long course distills the core curriculum covered in most university-level graduate business programs. Customized for federal participants, this accelerated learning experience will give you the tools to link, align and integrate the components of your performance plan into a successful business-based system for your agency. **See more detailed information below.**

Save
\$2100
Off The
Regular
Price!

Date

Monday, August 16, 2004 - Friday, August 20, 2004

Time

9:00 a.m. - 4:00 p.m. (Registration begins at 8:30 a.m. There is no entry to the Library of Congress prior to 8:30 a.m.)

Place

Mumford Room, 6th floor, Madison Building,
The Library of Congress—101 Independence
Avenue S.E., Washington, D.C. 20540

Metro

Capitol South (Orange and Blue Lines)

Sponsor

FLICC Education Working Group

Registration

\$895—Visit the FLICC Educational Programs Web site at <http://www.loc.gov/flicc/feveform.html> to register online, or complete and fax this form to (202) 707-4825.

Request ADA Accommodations five business days in advance at (202) 707-6362 TTY or ACA@loc.gov.

Information

Call FLICC (202) 707-4800; TTY (202) 707-4995

Cancellations

Cancellations must be called into the FLICC office (202) 707-4800 48 hours prior to the start of an educational program or the full fee will be charged.

3/10/04

5-Day MBA Program

Name _____ Title _____

Organization _____

Address _____

City, State, Zip _____

Phone and Fax (include area code) Phone: _____ Fax: _____

FEDLINK Members: FEDLINK ID _____ FY2004 IAG#2004 _____ Email _____

Registration Fee:

- ☐ Bill the registration fee to my existing FEDLINK Education/Training (FT) account.
- ☐ Establish an FT account or increase the funding in my existing FT account and bill the account for the workshop/program fee. Attached is an FY2004 IAG Amendment Request Transfer Pay Account Adjustment form to move funds from another of my agency's FY2004 FEDLINK accounts.

Other Federal Agencies (Non-FEDLINK Members)

- ☐ Attached is a standard government training form (e.g. SF182 or DD1556) or other billable document from my agency for the amount of the workshop/program. This amount covers **the registration fee plus the FEDLINK administrative service fee of 7.75%**. The Library of Congress will invoice my agency based on this document.

Register online at
<http://www.loc.gov/flicc/feveform.html>
or fax this form to

**FLICC Attn: FPE Registration
Library of Congress
(202) 707-4825**

Your registration is not complete until all appropriate documentation is received by FEDLINK and/or your account has been verified. If you will use a training form or purchase order, the originals must be submitted on site at registration.

FLICC/American Management Association Leadership Series

5-Day MBA Program

Designed for anyone interested in obtaining an effective, broad-based overview of the functional areas often covered in university-level MBA programs, AMA's five-day MBA course will provide you with a strong business foundation and enable you to function more effectively and efficiently in today's evolving government environment. You'll come away with an effective framework of knowledge for making informed business decisions and the ability to identify the most effective business tools and strategies you need for your federal library or information center to support your agency's overall mission.

The program curriculum will help you

- ✓ play a more influential role in your agency's decision-making process
- ✓ develop an effective organization and successfully manage people
- ✓ broaden your overall management perspective
- ✓ achieve your personal and organizational goals
- ✓ learn the language of business and communicate effectively to any audience
- ✓ develop a leadership style that works for you
- ✓ refocus on the critical areas of federal appropriation and fiscal laws, accounting, economics and finance, marketing, competitive strategy and management leadership and organization
- ✓ hone your skills to act more strategically
- ✓ create a network of high-level peer contacts

Each of the five seminar sessions discusses key management concepts and brings that subject to life with practical examples and case studies. The course covers

Accounting

- Understand basic accounting concepts, federal fiscal laws and their relevance to your library or information center.
- Define your key financial performance measures and learn how to improve them.

Finance

- Understand federal appropriations laws and how these affect your programs.
- Evaluate projects to determine if they are practical and desirable from a financial perspective.

Strategy

- Understand basic concepts and the importance of developing a competitive strategy within your library or information center and how it fits into your agency's planning.
- Successfully deploy and communicate your strategy to staff members and agency decision makers.

Marketing

- Learn the role of marketing and the marketing perspective for libraries and information centers.
- Understand the 5 Ps of marketing—positioning, product, pricing, placement (distribution) and promotion—and their importance to your program's success.

Management

- Understand the principal roles of a manager and the basic functions of management.
- Analyze and understand leadership styles for use in day-to-day applications.
- Apply different approaches to motivation for back-on-the-job situations.
- Take steps to institute more durable organizational changes.

FLICC is also offering AMA's Mastering Organizational Politics, Influence and Alliances course on May 26 -27, 2004. See FLICC Meeting Announcement MA2004-20 for more information!